



# Princeton Institute of Engineering & Technology for Women

UGC AUTONOMOUS

(Affiliated to JNTUH & Approved by AICTE)



Chowdaryguda (Village), Ghatkesar (Mandal), Medchal (District), Telangana - 500088.

## 1. Official Order for Establishment of Online Grievance Redressal Mechanism

### OFFICE ORDER

**Date:** 02.03.2026

**Subject:** Establishment of Online Grievance Redressal Mechanism – Reg.

In order to ensure transparency, accountability and prompt redressal of grievances of students and staff, the institution hereby establishes an **Online Grievance Redressal Mechanism** in accordance with the guidelines issued by the **University Grants Commission (UGC)** and **AICTE**.

The online grievance system enables students, faculty members, and staff to submit their grievances through the **institution website**. The grievances received will be examined by the **Grievance Redressal Committee**, and appropriate action will be taken to resolve them within a reasonable time frame.

The system aims to address issues related to:

- Academic matters
- Examination related issues
- Infrastructure facilities
- Administrative services
- Student welfare
- Any other institutional concern

All grievances must be submitted through the **online grievance portal available on the institution website**.

The committee will review each complaint and take necessary action while maintaining confidentiality and fairness.

This order comes into effect immediately.



Principal  
PRINCETON INSTITUTE OF ENGINEERING  
& TECHNOLOGY FOR WOMEN  
Chowdaryguda, Korvenkula (V),  
Ghatkesar (M), Medchal Dist, T.S-500088



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## 2. Grievance Redressal Committee Constitution

### Grievance Redressal Committee

The following members are hereby nominated to the **Grievance Redressal Committee** for addressing grievances of students and staff.

S.No.	Actual Designation	Designation in the committee	Name	Email	Mobile
1	Associate Professor	Convenor	Dr A Krishnamurthy	akmurthy44@gmail.com	9908224092
2	Professor	Member	Dr Umarani Vanamala	umarani@jntuh.ac.in	9440086956
3	Assistant Professor	Member	Gaddam Sreedevi	sreedevigaddam32@gmail.com	6302736932
4	Non Teaching Staff	APIO	K Archana	accentsprinceton@gmail.com	7780670844
5	Representatives of Faculty Members	Member	Kommu Manjula	manjulakommuri541@gmail.com	9100657898
6	Associate Professor	Chairman	Prof.Srinivasulu Tadisetty	drstadisetty@gmail.com	7013489635
7	Representatives of Parents	Member	Ravula Avilaiah	rthanuja123@gmail.com	9912283845
8	Representatives of Students	Member	Ravula Thanuja	rthanuja123@gmail.com	9912283845
9	Assistant Professor	PIO	Srikanth Veeram	veesamsrikanth@gmail.com	8106047091

### Roles and Responsibilities

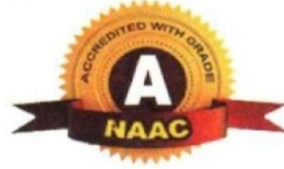
1. Receive and examine grievances submitted through the online portal.
2. Conduct inquiries if required.
3. Ensure fair and timely resolution of complaints.
4. Maintain confidentiality of the complainant.
5. Submit periodic reports to the Principal.



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**Term of the Committee: March 2026 to March 2027**

**Signature of members:**

S.N o.	Actual Designation	Designation in the committee	Name	Signature
1	Associate Professor	Convenor	Dr A Krishnamurthy	
2	Professor	Member	Dr Umarani Vanamala	
3	Assistant Professor	Member	Gaddam Sreedevi	
4	Non Teaching Staff	APIO	K Archana	
5	Representatives of Faculty Members	Member	Kommu Manjula	
6	Associate Professor	Chairman	Prof.Srinivasulu Tadisetty	
7	Representatives of Parents	Member	Ravula Avilaiah	
8	Representatives of Students	Member	Ravula Thanuja	
9	Assistant Professor	PIO	Srikanth Veeram	



*[Handwritten Signature]*  
Principal  
PRINCETON INSTITUTE OF ENGINEERING & TECHNOLOGY FOR WOMEN  
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## 3. Online Grievance Form (For College Website)

### Online Grievance Registration Form

1. Name of the Complainant: \_\_\_\_\_

2. Category:

- Student
- Faculty
- Staff

3. Department / Branch: \_\_\_\_\_

4. Roll Number / Employee ID: \_\_\_\_\_

5. Contact Number: \_\_\_\_\_

6. Email ID: \_\_\_\_\_

7. Type of Grievance:

- Academic
- Examination
- Infrastructure
- Administration
- Harassment / Discipline
- Others

8. Description of Grievance:

(Please explain the issue clearly)

9. Supporting Documents (if any): Upload File

10. Date of Submission: \_\_\_\_\_

**Declaration:**

I hereby declare that the information provided above is true to the best of my knowledge.

**Submit Button**



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## Online Grievance Redressal Portal

The institution has established an **Online Grievance Redressal Portal** to provide a transparent and efficient mechanism for students, faculty, and staff to register their grievances and seek timely resolution.

This system is designed to ensure that all complaints are addressed in a **fair, confidential, and time-bound manner**. The Grievance Redressal Committee reviews each complaint carefully and takes appropriate action as per institutional rules and regulations.

### Objectives

- To provide an **easy and accessible platform** for submitting grievances.
- To ensure **quick and transparent resolution** of complaints.
- To maintain **discipline and harmony** within the institution.
- To improve the **overall academic and administrative environment**.

### Who Can Submit Grievances

The following stakeholders can submit grievances through the portal:

- Students
- Faculty Members
- Non-Teaching Staff

### Types of Grievances

Grievances may relate to:

- Academic matters
- Examination issues
- Infrastructure and facilities
- Administrative services
- Student welfare and support
- Harassment or disciplinary issues
- Any other institutional concerns

### Procedure to Submit Grievance

1. Click on the **“Submit Grievance”** button below.
2. Fill in the required details in the **Online Grievance Form**.
3. Provide a clear description of the issue and upload supporting documents if necessary.



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4. Submit the form online.
5. The grievance will be forwarded to the **Grievance Redressal Committee** for review and necessary action.

## **Confidentiality**

All grievances will be handled with **strict confidentiality**, and the identity of the complainant will be protected wherever necessary.

## **Contact for Assistance**

For any technical issues while submitting grievances, please contact:

**Email:** [grievance@college.edu](mailto:grievance@college.edu)

**Office:** Administrative Office

## **Submit Grievance**





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## OFFICE ORDER

### Establishment of Anti-Ragging Committee

Date: **02.03.2026**

In compliance with the guidelines issued by the **University Grants Commission (UGC)** and **All India Council for Technical Education (AICTE)** to prohibit, prevent, and eliminate the menace of ragging in educational institutions, an **Anti-Ragging Committee** is hereby constituted in the institution with immediate effect.

The committee will oversee the implementation of anti-ragging regulations, create awareness among students, and ensure a ragging-free campus environment.

### Composition of Anti-Ragging Committee

<u>S.N</u> <u>o.</u>	<u>Actual</u> <u>Designation</u>	<u>Designation</u> <u>in</u> <u>the</u> <u>committee</u>	<u>Name</u>	<u>Registration</u> <u>No.</u>	<u>Email</u>	<u>Mobile</u>
1	Associate Professor	Chairman	Prof.Srinivasulu Tadisetty	8929-240215 - 123538	drstadisetty@gmail.com	7013489635
2	Assistant Professor	President	Dr A Krishna Murthy	751503 31-181534	akmurthy44@gmail.com	9908224092
3	Assistant Professor	PIO	Srikanth Veeram	5604-150409 - 140333	veesamsrikanth@gmail.com	8106047091
4	Others	APIO	K Archana		accntsprinceton@gmail.com	7780670844
5	Civil and Police Administration	Member	Raju,CI		princeton.womanengg@gmail.com	8712662717
6	Representatives of Faculty Members	Member	B Swetha	171504 06-211200	swetharaoboppani7@gmail.com	9490705515



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7	Assistant Professor	Member	SRAVANTHI PAISA	3199-170522 - 132957	paisasravanthi02@gmail.com	9581421893
8	Non Teaching Staff	Member	K Vijayalaxmi		kvijayalakshmi9442@gmail.com	9381106859
9	Representatives of Students	Member	Adavelli Kavya Sri		adavellykavyasri99@gmail.com	9392129752
10	Representatives of Parents	Member	Adavelli Malla Reddy		adavellykavyasri99@gmail.com	9392129752

## Functions of the Committee

- To ensure strict compliance with anti-ragging regulations issued by UGC / AICTE.
- To monitor and prevent ragging within the campus and hostels.
- To conduct awareness programs and orientation sessions for students.
- To take prompt action on any complaints related to ragging.
- To recommend disciplinary actions against those found guilty of ragging.

The committee shall meet periodically and take necessary steps to maintain a **safe and ragging-free campus**.



  
Principal  
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## OFFICE ORDER Constitution of Anti-Ragging Squad

Date: 02.03.2026

In accordance with the regulations of the **University Grants Commission (UGC)** and **All India Council for Technical Education (AICTE)** for the prevention and prohibition of ragging in educational institutions, the institution hereby constitutes an **Anti-Ragging Squad** to maintain strict vigil and ensure a ragging-free campus.

The squad will function under the supervision of the **Anti-Ragging Committee** and shall conduct surprise inspections in hostels, classrooms, canteens, playgrounds, transport facilities, and other student congregation areas.

### Composition of Anti-Ragging Squad

<u>S.N</u> <u>o.</u>	<u>Actual</u> <u>Designatio</u> <u>n</u>	<u>Designa</u> <u>tion in</u> <u>the</u> <u>committ</u> <u>ee</u>	<u>Name</u>	<u>Registr</u> <u>ation</u> <u>No.</u>	<u>Email</u>	<u>Mobile</u>
1	Associate Professor	Chairman	Prof.Srinivasulu Tadisetty	8929-240215 - 123538	drstadisetty@gmail.com	7013489635
2	Assistant Professor	President	Dr A Krishna Murthy	75150331-181534	akmurthy44@gmail.com	9908224092
3	Assistant Professor	PIO	Srikanth Veeram	5604-150409 - 140333	veesamsrikanth@gmail.com	8106047091
4	Others	APIO	K Archana	11	accntsprinceton@gmail.com	7780670844
5	Civil and Police Administration	Member	Raju,CI		princeton.womanengg@gmail.com	8712662717
6	Representatives of Faculty	Member	B Swetha	17150406-211200	swetharaoboppani7@gmail.com	9490705515



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	Members					
7	Assistant Professor	Member	SRAVANT HI PAISA	3199-170522 - 132957	paisasravanthi02@gmail.com	9581421893
8	Non Teaching Staff	Member	K Vijayalaxmi		kvijayalakshmi9442@gmail.com	9381106859
9	Representatives of Students	Member	Adavelli Kavya Sri		adavellykavyasri99@gmail.com	9392129752
10	Representatives of Parents	Member	Adavelli Malla Reddy		adavellykavyasri99@gmail.com	9392129752

## Functions of Anti-Ragging Squad

- Conduct surprise visits in vulnerable areas of the campus.
- Prevent any incident of ragging.
- Immediately report incidents to the Anti-Ragging Committee.
- Maintain discipline and ensure student safety.



  
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## 2. Anti-Ragging Policy (Website Content)

### Anti-Ragging Policy

The institution follows a **Zero Tolerance Policy towards Ragging** in accordance with the regulations issued by the **University Grants Commission (UGC)** and **All India Council for Technical Education (AICTE)**.

### What is Ragging?

Ragging includes any act that causes physical or psychological harm, harassment, intimidation, or embarrassment to a student by another student or group of students.

### Objectives

- To maintain a ragging-free campus environment.
- To protect the dignity and well-being of all students.
- To promote healthy interaction among students.

### Institutional Mechanism

The institution has established:

- **Anti-Ragging Committee**
- **Anti-Ragging Squad**
- **Online Grievance Redressal Mechanism**
- **Awareness Programs for Students**

### Punishment for Ragging

Students found guilty of ragging may face one or more of the following punishments:

- Suspension from classes
- Cancellation of admission
- Debarment from examinations
- Withholding scholarships or benefits
- Expulsion from the institution
- FIR with local police authorities



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## Helpline

Students can report ragging to:

**Anti-Ragging Helpline:** 1800-180-5522

**Email:** [helpline@antiragging.in](mailto:helpline@antiragging.in)

**College Contact:** 9908224092

The institution ensures strict action against offenders and protection for complainants.



  
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## 3. Student Anti-Ragging Undertaking Format

### STUDENT ANTI-RAGGING UNDERTAKING

(To be submitted at the time of admission)

I, \_\_\_\_\_  
S/o / D/o \_\_\_\_\_

having been admitted to \_\_\_\_\_ (Name of Institution) in the  
course \_\_\_\_\_, hereby undertake that:

1. I have read and understood the **anti-ragging regulations** issued by the **University Grants Commission (UGC)** and **All India Council for Technical Education (AICTE)**.
2. I will not participate in or encourage any form of ragging inside or outside the campus.
3. I understand that ragging is a punishable offence and strict disciplinary action will be taken if I am found guilty.
4. I agree to abide by all rules and regulations of the institution regarding ragging.

I declare that the above information is true and that I will strictly follow the anti-ragging rules.

Student Name: \_\_\_\_\_

Course: \_\_\_\_\_

Branch: \_\_\_\_\_

Year: \_\_\_\_\_

Mobile Number: \_\_\_\_\_

Signature of Student: \_\_\_\_\_

Signature of Parent/Guardian: \_\_\_\_\_

Date: \_\_\_\_\_



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## ANTI-RAGGING AWARENESS CIRCULAR FOR STUDENTS

Date: \_\_\_\_\_

To

All Students

### Subject: Awareness on Prevention of Ragging – Strict Prohibition

It is hereby informed to all the students that ragging in any form is **strictly prohibited** in the institution and its premises including classrooms, laboratories, hostels, playgrounds, transportation, and surrounding areas.

As per the regulations of the **University Grants Commission (UGC)** and **All India Council for Technical Education (AICTE)** regarding the **prevention and prohibition of ragging**, any act of ragging will be treated as a serious offense and will invite strict disciplinary and legal action.

### Ragging includes:

- Any act of physical or mental harassment.
- Teasing, abusing, threatening, or humiliating a student.
- Forcing a student to perform any act against their will.
- Creating fear, embarrassment, or discomfort among students.

### Punishments for Ragging may include:

- Suspension from classes
- Cancellation of admission
- Debarment from examinations
- Expulsion from the institution
- Filing of a police complaint as per law

Students are advised to maintain a healthy and friendly atmosphere in the campus and extend full cooperation in maintaining a **ragging-free environment**.

Any student who experiences or witnesses ragging must immediately report it to the **Anti-Ragging Committee / Anti-Ragging Squad** or contact the national anti-ragging helpline.

**National Anti-Ragging Helpline:** 1800-180-5522

**Email:** [helpline@antiragging.in](mailto:helpline@antiragging.in)

All students must strictly adhere to these regulations.



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## ANTI-RAGGING COMMITTEE MEETING MINUTES

**Institution Name: PRINCETON INSTITUTE OF ENGINEERING & TECHNOLOGY FOR WOMEN**

**Meeting Title: Anti-Ragging Committee Meeting**

**Date: 02.03.2026**

**Time: 11.30 AM to 01.00 PM**

**Venue: BOARD ROOM**

### Members Present

<u>S.No.</u>	<u>Actual Designation</u>	<u>Designation in the committee</u>	<u>Name</u>	<u>Registration No.</u>	<u>Email</u>	<u>Mobile</u>
1	Associate Professor	Chairman	Prof.Srinivasulu Tadisetty	8929-240215 - 123538	drstadisetty@gmail.com	7013489635
2	Assistant Professor	President	Dr A Krishna Murthy	751503 31-181534	akmurthy44@gmail.com	9908224092
3	Assistant Professor	PIO	Srikanth Veeram	5604-150409 - 140333	veesamsrikanth@gmail.com	8106047091
4	Others	APIO	K Archana	11	accntsprinceton@gmail.com	7780670844
5	Civil and Police Administration	Member	Raju,CI		princeton.womanengg@gmail.com	8712662717
6	Representatives of Faculty Members	Member	B Swetha	171504 06-211200	swetharaoboppani7@gmail.com	9490705515
7	Assistant Professor	Member	SRAVANTHI PAISA	3199-170522 - 132957	paisasravanthi02@gmail.com	9581421893



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8	Non Teaching Staff	Member	K Vijayalaxmi		kvijayalakshmi9442@gmail.com	9381106859
9	Representatives of Students	Member	Adavelli Kavya Sri		adavellykavyasri99@gmail.com	9392129752
10	Representatives of Parents	Member	Adavelli Malla Reddy		adavellykavyasri99@gmail.com	9392129752

## Agenda of the Meeting

1. Review of Anti-Ragging regulations and institutional policy.
2. Measures to ensure a ragging-free campus environment.
3. Planning awareness programs for students.
4. Monitoring of hostels, classrooms, and campus premises.
5. Any other matter related to ragging prevention.

## Proceedings of the Meeting

The meeting of the Anti-Ragging Committee was conducted on the above-mentioned date under the chairmanship of the **Principal**. The committee discussed various measures to prevent ragging and maintain discipline within the campus.

The following points were discussed and resolved:

- The committee reviewed the anti-ragging guidelines issued by the **University Grants Commission (UGC)** and **All India Council for Technical Education (AICTE)**.
- It was decided to conduct awareness programs and orientation sessions for newly admitted students.
- The **Anti-Ragging Squad** will conduct regular inspections in classrooms, hostels, canteens, and other student gathering areas.
- Display of **Anti-Ragging posters and helpline numbers** at prominent locations in the campus was recommended.
- Students were instructed to submit **Anti-Ragging Undertaking forms** at the time of admission.
- The committee resolved to take **strict disciplinary action** against any student found involved in ragging activities.

## Resolution

The committee unanimously resolved to implement all preventive measures to ensure that the institution remains a **ragging-free campus**. All members agreed to actively monitor and support anti-ragging initiatives.



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## Signatures of Members

<u>S.N</u> <u>o.</u>	<u>Actual</u> <u>Designatio</u> <u>n</u>	<u>Designation in</u> <u>the committee</u>	<u>Name</u>	<u>Signature</u>
1	Associate Professor	Chairman	Prof.Srinivasulu Tadisetty	
2	Assistant Professor	President	Dr A Krishna Murthy	
3	Assistant Professor	PIO	Srikanth Veesam	
4	Others	APIO	K Archana	
5	Civil and Police Administration	Member	Raju,CI	
6	Representatives of Faculty Members	Member	B Swetha	
7	Assistant Professor	Member	SRAVANTHI PAISA	
8	Non Teaching Staff	Member	K Vijayalaxmi	
9	Representatives of Students	Member	Adavelli Kavya Sri	
10	Representatives of Parents	Member	Adavelli Malla Reddy	



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Mail : [princeton.womenengg@gmail.com](mailto:princeton.womenengg@gmail.com), Website : [www.petw.in](http://www.petw.in)

[www.petw.ac.in](http://www.petw.ac.in)



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Principal

## 1 Office Order – Establishment of Internal Committee (IC)

### OFFICE ORDER

#### Establishment of Internal Committee (IC)

Date: 02.03.2026

In accordance with the provisions of the **Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013**, the institution hereby constitutes an **Internal Committee (IC)** to prevent and redress complaints of sexual harassment at the workplace.

The committee will address complaints related to sexual harassment and ensure a safe and secure environment for all employees and students in the institution.

#### Composition of the Internal Committee

S.No	Name	Designation	Role	Email.id	Phone no.
1	Mrs.P Pramada Kumari	Senior Woman Faculty	Presiding Officer	<a href="mailto:Pramada.pasya@gmail.com">Pramada.pasya@gmail.com</a>	8019636672
2	Mrs.P Jyothi	Faculty Member	Member	<a href="mailto:jyothi_rose2004@yahoo.com">jyothi_rose2004@yahoo.com</a>	9912840527
3	Mrs. K Upendra	Non-Teaching Staff	Member	<a href="mailto:upendar95nanna@gmail.com">upendar95nanna@gmail.com</a>	7893348156
4		External Member (NGO / Legal Expert)	Member		
5	Miss. S Vasavi	Faculty Member	Member	<a href="mailto:vasavi.sanku9293@gmail.com">vasavi.sanku9293@gmail.com</a>	9293509899

#### Functions of the Internal Committee

- To prevent incidents of sexual harassment at the workplace.
- To receive and investigate complaints related to sexual harassment.



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- To ensure confidentiality and fairness during inquiry proceedings.
- To recommend appropriate action against offenders.
- To create awareness about gender sensitization and safety.

The committee shall meet periodically and take necessary actions to ensure a **safe and respectful working environment**.

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## 2 Internal Committee Complaint Form

### INTERNAL COMMITTEE – COMPLAINT FORM

Name of Complainant: \_\_\_\_\_

Designation / Course: \_\_\_\_\_

Department: \_\_\_\_\_

Contact Number: \_\_\_\_\_

Email ID: \_\_\_\_\_

Name of Respondent (if known): \_\_\_\_\_

Designation / Department: \_\_\_\_\_

### Details of the Complaint

Date(s) of Incident: \_\_\_\_\_

Place of Incident: \_\_\_\_\_

Any Witnesses (if applicable): \_\_\_\_\_

Supporting Documents (if any): \_\_\_\_\_

Declaration:

I hereby declare that the information provided above is true to the best of my knowledge.

Signature of Complainant: \_\_\_\_\_

Date: \_\_\_\_\_



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## 3 Internal Committee Meeting Minutes Format

### INTERNAL COMMITTEE MEETING MINUTES

Institution Name: **Princeton Institute of Engineering & Technology for Women**

Meeting Date: \_\_\_\_\_

Venue: **Board Room**

### Members Present

S.No	Name	Designation	Role	Email.id	Phone no.
1	Mrs.P Pramada Kumari	Senior Woman Faculty	Presiding Officer	<a href="mailto:Pramada.pasya@gmail.com">Pramada.pasya@gmail.com</a>	8019636672
2	Mrs.P Jyothi	Faculty Member	Member	<a href="mailto:jyothi_rose2004@yahoo.com">jyothi_rose2004@yahoo.com</a>	9912840527
3	Mrs. K Upendra	Non-Teaching Staff	Member	<a href="mailto:upendar95nanna@gmail.com">upendar95nanna@gmail.com</a>	7893348156
4	Miss. S Vasavi	Faculty Member	Member	<a href="mailto:vasavi.sanku9293@gmail.com">vasavi.sanku9293@gmail.com</a>	9293509899
5		Student Member	Member		
6		Student Member	Member		
7		Student Member	Member		
		External Member (NGO / Legal Expert)	Member		

### Agenda

1. Review of complaints received.
2. Awareness programs on workplace safety.
3. Discussion on preventive measures.
4. Any other matter with the permission of the chair.

### Proceedings

The Internal Committee meeting was conducted under the chairmanship of the Presiding Officer. The committee reviewed the matters related to workplace safety and prevention of sexual harassment.



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## Resolution

The committee resolved to continue awareness activities and ensure prompt handling of complaints.

## Signatures of Members

S.No	Name	Designation	Role	Signature
1	Mrs.P Pramada Kumari	Senior Woman Faculty	Presiding Officer	
2	Mrs.P Jyothi	Faculty Member	Member	
3	Mrs. K Upendra	Non-Teaching Staff	Member	
4		External Member (NGO / Legal Expert)	Member	
5	Miss. S Vasavi	Faculty Member	Member	



  
Principal  
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## 4 Annual Report of Internal Committee

### ANNUAL REPORT OF INTERNAL COMMITTEE

Academic Year: 2025-26

Institution Name: **Princeton Institute of Engineering & Technology for Women**

#### 1. Number of Complaints Received

#### 2. Number of Complaints Resolved

#### 3. Number of Cases Pending

#### 4. Nature of Complaints (if any)

#### 5. Awareness Programs Conducted

- Gender Sensitization Workshop
- POSH Awareness Program
- Student Orientation on Safety


#### 6. Measures Taken by Institution

- Display of POSH guidelines on campus
- Awareness campaigns
- Counseling support for students and staff

### Declaration

The institution has taken necessary steps to implement the provisions of the **POSH Act, 2013** and ensure a safe working environment.



  
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## OFFICE ORDER

### Establishment of Committee for SC/ST

Date: 02.03.2026

In accordance with the guidelines issued by the **University Grants Commission (UGC)** and **All India Council for Technical Education (AICTE)** for safeguarding the interests of students and employees belonging to **Scheduled Castes (SC) and Scheduled Tribes (ST)**, the institution hereby constitutes the **SC/ST Committee**.

The committee will work towards ensuring protection from discrimination and promoting equal opportunities for SC/ST students and staff in the institution.

### Composition of SC/ST Committee

S.No	Name	Designation	Role	E.Mail id	Phone No.
1	Prof. T Srinivasulu	Principal	Chairman	drstadisetty@gmail.com	7013489635
2	Dr. A Krishnamurthy	Senior Faculty	Convener	akmurthy44@gmail.com	9908224092
3	Mrs.G Sandhya Rani	Faculty Member	Member	sangigundala.210@gmail.com	9581329493
4	Mrs.K Archana	Administrative Officer	Member	accntsprinceton@gmail.com	7780670844
5	Mrs.P Sravanthi	SC/ST Faculty Representative	Member	paisasravanthi02@gmail.com	9581421893
6		Student Representative (SC/ST)	Member		
7		Student Representative (SC/ST)	Member		
8		Student Representative (SC/ST)	Member		
9		Student Representative (SC/ST)	Member		

### Functions of the Committee

- To address grievances of **SC/ST students and staff**.



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- To ensure **non-discrimination and equal opportunity** within the institution.
- To monitor the implementation of **government policies and reservation norms**.
- To create awareness regarding **SC/ST welfare schemes and rights**.
- To recommend necessary measures to improve the academic and social environment for SC/ST students.

## Responsibilities

- Conduct meetings periodically to review welfare measures.
- Maintain a register of complaints and actions taken.
- Organize awareness programs and counseling sessions for SC/ST students.

The committee shall function with immediate effect and ensure a supportive and inclusive environment for all.



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# Princeton Institute of Engineering & Technology for Women

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## OFFICE ORDER

### Implementation of Student Induction Programme (SIP)

Date: 02.03.2026

In accordance with the guidelines issued by the **All India Council for Technical Education (AICTE)**, the institution hereby implements the **Student Induction Programme (SIP)** for all newly admitted first-year students.

The **Student Induction Programme** is designed to help students adjust to the new academic environment, develop a sense of belonging to the institution, and understand the academic structure, professional ethics, and values required for their course of study.

### Objectives of Student Induction Programme

- To help students **adapt to the institutional environment**.
- To familiarize students with **academic rules, regulations, and facilities**.
- To promote **interaction between students, faculty, and senior students**.
- To encourage **holistic development including physical, emotional, and intellectual growth**.
- To introduce students to **professional ethics and responsibilities**.

### SIP Coordination Committee

S.No	Name	Designation	Role	Email.id	Phone No.
1	Prof. T Srinivasulu	Principal	Chairperson	drstadisetty@gmail.com	7013489635
2	Dr. A Krishnamurthy	Senior Faculty	SIP Coordinator	akmurthy44@gmail.com	9908224092
3	Mrs.I Swapna	Faculty Member	Member	swapna.indrapalli@gmail.com	9849989073
4	Mrs. N Salmasulthana	Training & Placement Officer	Member	<a href="mailto:Salmasulthana4u@gmail.com">Salmasulthana4u@gmail.com</a>	9642180682
5	Mrs.A Bhagya Sree	Physical Director	Member	<a href="mailto:bhagyasree511@gmail.com">bhagyasree511@gmail.com</a>	8186000047
6		Student Mentor	Member		
7					
8					

### Activities under Student Induction Programme

The following activities will be conducted during the induction period:



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- Orientation about the **institution, departments, and academic regulations**
- **Mentoring sessions** with faculty members
- **Personality development and communication skills workshops**
- **Interaction with senior students and alumni**
- **Campus tour and introduction to facilities**
- **Physical and recreational activities**

## Duration

The **Student Induction Programme** will be conducted at the beginning of the academic year for **first-year students** as per AICTE guidelines.

The concerned faculty members are instructed to cooperate in the successful implementation of the **Student Induction Programme**.



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## OFFICE ORDER

### Establishment of Internal Quality Assurance Cell (IQAC)

Date: 02.03.2026

In pursuance of the guidelines issued by the **University Grants Commission (UGC)** and the quality assurance framework recommended by the **National Assessment and Accreditation Council (NAAC)**, the institution hereby establishes the **Internal Quality Assurance Cell (IQAC)** to develop a systematic mechanism for conscious, consistent, and catalytic improvement in the overall performance of the institution.

The IQAC will function as a **quality sustenance and enhancement measure**, focusing on academic and administrative excellence.

### Composition of IQAC

S.No	Name	Designation	Role	Email.id	Phone No.
1	Prof. T Srinivasulu	Principal	Chairperson	drstadisetty@gmail.com	7013489635
2	Dr. A Krishnamurthy	Senior Faculty	IQAC Coordinator	akmurthy44@gmail.com	9908224092
3	Mr. Srikanth Veeram	Faculty Member	Member	veesamsrikanth@gmail.com	8106047091
4	Mrs.K Archana	Administrative Officer	Member	accntsprinceton@gmail.com	7780670844
5	Mr.Jaya Prakash	Industry Representative	Member		
6	Miss. B Sindhu	Alumni Representative	Member		
7	_____	Student Representative	Member		
8	Mr. V Sandeep	Management Representative	Member	sandeep.vallapragada123@gmail.com	9963234850

### Objectives of IQAC

- To develop a **quality culture** in the institution.
- To ensure continuous improvement in **academic and administrative performance**.



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- To promote **innovative teaching-learning practices**.
- To monitor the **implementation of quality initiatives**.
- To prepare and submit the **Annual Quality Assurance Report (AQAR)**.

## Functions of IQAC

- Development and application of **quality benchmarks**.
- Facilitating **faculty development programs and research activities**.
- Documentation of academic and administrative improvements.
- Collection and analysis of **student feedback**.
- Organizing **quality enhancement programs**.

## Meetings

The IQAC shall meet periodically to review the quality initiatives and recommend measures for continuous improvement in the institution.



  
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**Chowdaryguda (Village), Ghatkesar (Mandal), Medchal (District), Telangana - 500088.**

## OFFICE ORDER

### Establishment of Mental Health Counseling Support System

Date: 02.03.2026

In order to promote the mental well-being and emotional health of students, faculty, and non-teaching staff, the institution hereby establishes a **Mental Health Counseling Support System** to provide guidance, support, and professional counseling services.

This initiative is implemented in accordance with the recommendations of the **All India Council for Technical Education (AICTE)** and **University Grants Commission (UGC)** regarding student welfare and mental health support in educational institutions.

### Objective

- To provide **psychological counseling and emotional support** to students and staff.
- To help individuals cope with **academic stress, personal challenges, and mental health concerns**.
- To promote **awareness of mental health and well-being** on campus.
- To create a **supportive and healthy academic environment**.

### Counseling Support Structure

The institution shall provide mental health support through:

- Appointment of **qualified professional counselors** / psychologists.
- Establishment of a **Student Counseling Cell**.
- Conducting **awareness programs and stress management workshops**.
- Providing **confidential counseling sessions** for students and staff.



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## Counseling Committee / Support Team

S.No	Name	Designation	Role	Email.id	Phone No.
1	Prof. T Srinivasulu	Principal	Chairperson	drstadisetty@gmail.com	7013489635
2	Dr. A Krishnamurthy	Senior Faculty	Coordinator	akmurthy44@gmail.com	9908224092
3	Mrs. Kanuganti Sushma	Professional Counselor / Psychologist	Member	sushmakanuganti28@gmail.com	9100772162
4	Mrs. Samala Sshma Reddy	Faculty Member	Member	sushmareddysamala@gmail.com	9398142044
5	Mrs. K Archana	Administrative Staff	Member	accntsprinceton@gmail.com	7780670844

## Responsibilities

- Provide confidential counseling services to students and staff.
- Conduct mental health awareness programs and workshops.
- Support students facing academic stress or personal difficulties.
- Maintain confidentiality and ethical standards in counseling.

## Access to Counseling Services

Students and staff can seek counseling support by:

- Contacting the **Counseling Cell Coordinator**, or
- Submitting a request through the **institution's counseling support platform/portal**.

All counseling sessions will be treated with **strict confidentiality**.



  
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Chowdaryguda (Village), Ghatkesar (Mandal), Medchal (District), Telangana - 500088.

## OFFICE ORDER Appointment of Student Counselor

Date: 02.03.2026

In order to support the emotional well-being and mental health of students and to provide guidance for academic and personal challenges, the institution hereby appoints a **Student Counselor**.

This appointment is made in accordance with the student welfare initiatives recommended by the **All India Council for Technical Education (AICTE)** and **University Grants Commission (UGC)** to ensure that students receive appropriate psychological support and counseling when required.

### Appointment Details

The following faculty member / professional is appointed as **Student Counselor** of the institution.

S.No	Name	Designation	Role
1	Mrs. Kanuganti Sushma	Psychologist	Student Counselor

### Responsibilities of the Student Counselor

- Provide **guidance and counseling** to students facing academic, personal, or emotional challenges.
- Help students manage **stress, anxiety, and adjustment issues**.
- Conduct **counseling sessions and mentoring programs**.
- Organize **mental health awareness programs and workshops**.
- Maintain **confidentiality** of counseling records.
- Coordinate with faculty mentors and management when required.

### Counseling Services

Students may approach the **Student Counselor** directly or through the **Counseling Cell** for support and guidance. All counseling interactions will be treated with strict confidentiality.

This appointment shall come into effect from **2nd March 2026** until further orders.



*[Signature]*  
Principal  
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## OFFICE ORDER

### Establishment of Institution–Industry Cell (IIC)

Date: 02.03.2026

In order to strengthen the collaboration between the institution and industry and to enhance the employability skills of students, the institution hereby establishes an **Institution–Industry Cell (IIC)**.

This cell will facilitate interaction between academia and industry to promote **internships, industrial visits, skill development programs, and collaborative research activities** in accordance with the guidelines of the **All India Council for Technical Education (AICTE)**.

### Composition of Institution–Industry Cell

S.No	Name	Designation	Role	Email.id	Phone No.
1	Prof. T Srinivasulu	Principal	Chairman	drstadisetty@gmail.com	7013489635
2	Mrs.N Salmasulthana	Training & Placement Officer	Coordinator	salmasulthana4u@gmail.com	9642180682
3	Dr. A Krishnamurthy	Senior Faculty	Member	akmurthy44@gmail.com	9908224092
4	Mr. Jaya Prakash	Industry Representative	Member		
5	Mrs. S Vasavi	Faculty Member	Member	vasavi.sanku9293@gmail.com	9293509899
6		Student Representative	Member		

### Objectives of Institution–Industry Cell

- To develop strong **industry–academia collaboration**.
- To arrange **industrial visits, internships, and training programs** for students.
- To organize **guest lectures by industry experts**.
- To promote **industry-sponsored projects and research activities**.
- To enhance **employability and practical skills of students**.

### Functions of the Cell

- Facilitate **Memorandums of Understanding (MoUs)** with industries.
- Organize **seminars, workshops, and skill development programs**.
- Encourage **industrial training and internships** for students.



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- Promote **industry participation in curriculum development and research.**

The Institution-Industry Cell shall meet periodically to review its activities and take necessary steps to improve industry interaction.



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## Proceedings of RTI Committee Meeting

Proceedings No: \_\_\_\_\_

Date: **02.03.2026**

Venue: **Board Room**

### Members Present

S.No	Name	Designation	Role in RTI	Email.id	Phone No.
1	Prof. T Srinivasulu	Principal	PIO	drstadisetty@gmail.com	7013489635
2	Mrs.K Archana	Admin Officer	APIO	accntsprinceton@gmail.com	7780670844
3	Dr.A Krishnamurthy	Professor	Appellate Authority	akmurthy44@gmail.com	9908224092

### Agenda

1. Review of RTI applications received
2. Status of pending RTI requests
3. Discussion on appeals
4. Measures for timely response

### Details of RTI Applications

S.No	Application No	Date Received	Applicant Name	Subject	Action Taken	Status

### Discussion & Decisions

- All RTI applications must be addressed within **30 days**
- Maintain proper documentation of replies
- Upload RTI details on college website
- Ensure transparency and compliance with RTI Act

### Action Taken

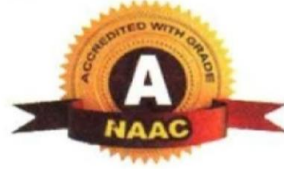
S.No	Action Item	Responsible Person	Deadline	Status
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S.No	Action Item	Responsible Person	Deadline	Status

## Conclusion

The meeting concluded with instructions to ensure timely disposal of RTI applications and maintain transparency in institutional functioning.

## Signatures

Name	Designation	Signature
Prof. T Srinivasulu	Principal (PIO)	
Mrs.K Archana	APIO	
Dr.A Krishnamurthy	Appellate Authority	

## Supporting Documents (Attach)

- RTI Applications received
- Copies of replies sent
- RTI Register
- Proof of dispatch



  
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## Women Protection Cell (WPC)

### Objective

- To ensure **safety, dignity, and equality** for women students and staff
- To address issues related to:
  - Harassment
  - Discrimination
  - Gender inequality
- To promote a **safe and supportive campus environment**

<u>S. N o.</u>	<u>Actual Designation</u>	<u>Designation in the committee</u>	<u>Name</u>	<u>Registration No.</u>	<u>Email</u>	<u>Mobile</u>
1	Professor	Chairman	Prof. T Srnivasulu	8929-240215-123538	drstadisetty@gmail.com	7013489635
2	Associate Professor	Convenor	Dr. A Krishnamurthy	75150331-181534	akmurthy44@gmail.com	9908224092
3	Assistant Professor	President	Mrs.N Salmasulthana	66150406-151322	salmasulthana4u@gmail.com	9642180682
4	Local Media	Member	Mrs. P Jyothi	83150331-135057	jyothi_rose2004@yahoo.com	9912840527
5	Representatives of Faculty Members	Member	Mrs.Indrapalli Swapna	6989-150622-220618	swapna.indrapalli@gmail.com	9849989073
8	Involved In Youth Activities	Member	Mrs. Katta Ananda Kumari	9560-160224-103737	akpkumarikatta@gmail.com	8790825109
9	Assistant Professor	PIO	Mrs. Pramada Kumari Pasya	69150402-111908	pramada.pasya@gmail.com	8019632672
6	Representatives of Students	Member	Miss.B Sruthi	226M1A0430	shruthiboddu196@gmail.com	9381106859
7	Representatives of Parents	Member	Mr.Boddu Ravinder		shruthiboddu196@gmail.com	8464860561

### Constitution of Women Protection Cell

Committee Members:

### Roles & Responsibilities

- Address complaints related to:
  - Sexual harassment



# Princeton Institute of Engineering & Technology for Women

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- Gender discrimination
- Conduct awareness programs:
  - Women safety
  - Legal rights
- Ensure confidentiality of complaints
- Recommend disciplinary actions
- Maintain records of complaints and actions

### Activities Conducted

- Awareness programs on:
  - Women's rights
  - Cyber safety
  - Self-defense training
- Guest lectures / workshops
- International Women's Day celebrations
- Counseling sessions

### Complaint Handling Procedure

1. Complaint submission (written/email)
2. Preliminary review by committee
3. Inquiry process
4. Action recommendation
5. Follow-up and closure

### Register Format (For Inspection)

S.No	Date	Name of Complainant	Nature of Complaint	Action Taken	Status

### Display & Awareness Requirements

- Helpline numbers displayed
- Committee details displayed on notice boards
- Email ID for complaints
- Awareness posters in campus

### As per Guidelines

- Follows:
  - UGC / AICTE norms
  - Sexual Harassment of Women at Workplace Act, 2013

### Documents Required for Inspection

- Committee constitution order



# Princeton Institute of Engineering & Technology for Women

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Chowdaryguda (Village), Ghatkesar (Mandal), Medchal (District), Telangana - 500088.

- Meeting minutes
- Complaint register
- Awareness program reports
- Photos & attendance sheets



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